



## St Christopher's The Hall Facilities Assistant

Employment Status: Full Time, Permanent  
Application closes: 0900 Monday 23 June 2025  
Required From: July / August 2025  
Interviews: W/C 30 June 2025

## Welcome to St Christopher's The Hall

Welcome to St Christopher's The Hall, a friendly, open school where children maximise their potential, achieve the best of their ability.

St Christopher's The Hall is an independent preparatory school for boys and girls aged 4 to 11 in Beckenham, where we are committed to the highest standards of teaching and learning. We want all of our pupils to fulfil their potential through a combination of challenge, support, fun, smiles, encouragement and praise.

We exist to provide a happy and hard-working environment where all pupils can find the opportunity to develop their talents to the full within a wide and well-balanced curriculum. Each pupil is treated as an individual and encouraged to aim for the highest standards in whatever he/she is going.

Our aim is to deliver high-quality, inspirational teaching and learning through a diverse, inclusive, broad and balanced curriculum that promotes high standards for all, within a safe and secure environment.

St Christopher's The Hall are a proud part of the St Dunstan's Community of Schools, with this presenting many new opportunities for staff and pupils.

## Working at St Christopher's The Hall

Working at St Christopher's, you will be part of a team of successful, supportive professionals in an aspiring environment with modern, air-conditioned, well-equipped facilities.

We seek to be the employer of choice in the Sector, with staff wanting to work at St Christopher's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits of working for us include:

- Tuition fee remission\*
- Health care cash plan
- Free lunch and beverages, during term time
- Salary Sacrifice Schemes
- Free winter and summer social events
- Annual flu immunisation

\*Conditions apply

## Our Commitment to Safeguarding Children

St Christopher's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the People Operations team.

# JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

- Opening and locking up of all school buildings, weekdays and at weekends (occasionally)
- Checking the security of the School premises when locking up: including the locking of all windows and doors, the drawing of all window blinds and relevant safety checks (for example turning off electrical appliances)
- Upkeep and general care of the School as directed by the Site Manager
- Act as Fire Warden in the event of an incident
- Room set-ups as required, in response to the School's needs. This can involve heavy lifting
- To undertake and assist with the yearly maintenance programme in regard to decorating and repairing the School premises where appropriate
- To carry out cleaning and checking of School's vehicles within capabilities;
- Where directed to carry out non-specialist building maintenance work, e.g. plumbing, glazing, carpentry, decorating etc, where such work is agreed as being within the reasonable capacity of a normal handyperson/DIY skills with strict adherence to Health and Safety regulations
- Monitor the toilets for cleanliness and replenish soap, toilet tissue, roller towels as necessary
- Minibus driver as directed
- Become familiar with the layout of all school buildings and the location of essential services
- Assist with regular compliance tasks, such as testing of the fire alarm system, checking of other fire equipment (e.g. extinguishers for damage or expiration); changing of batteries in detection equipment as required, testing water temperature and maintaining appropriate logs of all checks
- Conduct checks of the School grounds as directed, identifying and recording hazards and defects
- Ensuring the building and grounds are free from any litter and clearing rubbish accordingly
- Groundwork and gardens, including upkeep of field and borders and providing line marking when required
- Support the cleaning team whenever necessary

## General Responsibilities

- Work within the School policies and procedures
- Contribute to the provision of an effective environment for learning
- Support the promotion of positive relationships for staff, parents and outside agencies
- Attend skill training and participate in personal/performance development as required
- Take care of your own and other people's health and safety
- Be aware of the confidential nature of issues

## Other Responsibilities

- Promote the School's ethos of providing a high-quality, inspirational teaching and learning environment
- Champion the School's Character values, and recognising the uniqueness and achievement of every member of our school family
- Contribute to the wider life of the School community
- Carry out any such duties as may be reasonably required by the Site Manager or the Head



# PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<b><u>QUALIFICATIONS AND TRAINING</u></b>		
Multi Skilled		X
Full driving license (held for more than 2 years)		X
<b><u>EXPERIENCE</u></b>		
Experience of working in a Maintenance role, using power tools		X
Experience of working in a school environment		X
<b><u>SKILLS AND KNOWLEDGE</u></b>		
Excellent literacy / numeracy skills		X
Competent in the use of IT packages, including Word and Office 365		X
Excellent written and verbal communication skills, with a ‘customer service’ approach	X	

# PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Ability to plan, organise and prioritise	X	
<b><u>PERSONAL QUALITIES</u></b>		
Eagerness to learn	X	
Flexible in approach and willingness to respond to changing priorities	X	
Warm and friendly manner, with an ability to work effectively with students, staff and parents, both alone and as part of a team	X	
Hard working, professional work ethic, with a desire to deliver high standards	X	
Able to work under pressure	X	
Ability to use own initiative, to ensure the smooth operations of the organisation	X	
Ability to carry out work that involves physical strength and stamina	X	

## The Package

Salary - £27,009 per annum (as per the 2024-25 pay scales)

Working Hours - 37.5 hours per week



